



Accounting, Actuarial & Legal Service Provider Checklist

We have developed this checklist to be used as a reference prior to sending procurement packets to this Agency. Please use them as a guide to assist you with the documents required for non-investment related service providers. This checklist can be used for new hires as well as rehires.

1

General Information:

Board -

Date Received -

Service Provider -

2

✓ Checklist:

Please ensure you have all required documentation listed to the right prior to submitting your procurement package to PERAC.

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1. Vendor Contact Information Form
2. Retirement Board Procurement Compliance Certification
3. Vendor Certification
4. Vendor Disclosures Form
5. Retirement Board Member Certification Form
(One form for each board member)

3

This procurement package is for a (check one)

☐ New Hire

☐ Rehire